

ACCOUNTING OFFICER (SUPERVISOR)

JOB ANALYSIS REVIEW BACKGROUND INFORMATION

Date of Study: June 18, 2007

Collective Bargaining Identification: S01

Job Analysis Conducted By: Emily Gorrindo, Selection Analyst,
Office of Selection Services

Number of Incumbents: There are 39 incumbents in this classification
per Department of Corrections Filled/Vacant
Position Report dated April 12, 2007.

Names of the Subject Matter Expert(s) and their background:

Dana Gillaspie, Accounting Officer (Specialist), Headquarters Accounting Management Branch, Fiscal Management Unit

Dana Gillaspie has been with the Department of Corrections and Rehabilitation for 11.5 years. She has worked previously as an Accounting Officer (Supervisor) at the Regional Accounting Officer, Bakersfield for 1.5 years and currently works as an Accounting Officer (Specialist) at headquarters.

Jag Malhotra, Senior Accounting Officer (Supervisor), Headquarters Accounting, Travel

Jag Malhotra has been with the Department of Corrections and Rehabilitation for 8 months. He has worked previously at CALPERS for more than 15 years as a Senior Accounting Officer (Specialist) and 1.5 years as a Senior Accounting Officer (Supervisor). He currently works as a Senior Accounting Officer (Supervisor) at headquarters.

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INFORMATION GATHERING**

SMEs reviewed the existing job analysis for Accounting Officer (Supervisor), dated September 24-28, 2001, to provide any necessary updates/changes. Minor changes were made to change program names and add etc. to some statements.

Copies of the revised Tasks and KSAs have replaced the old Tasks and KSAs; however, the original language has been maintained on disk in this binder marked Accounting Officer Supervisor 2001.